



FREQUENTLY ASKED QUESTIONS

1. As a non-EU student do I need a working visa in order to take the work placement programme?

In many cases your student visa will cover the work placement of your

2. Will I be paid during my work placement?

You will be paid a salary (guaranteed at least the national minimum wage) during your work placement period, but in many cases Williams College will not be able to confirm the exact amount offered and is for you to negotiate with the employer.

Please note that the main objective of the work placement programme is to allow you to gain invaluable work experience and to expand your English vocabulary, so please make sure that you choose to take the programme on this basis and not on the basis of the salary during your work placement period.

3. Will my day-to-day living expenses be paid for?

In many cases organisations offer to provide some sort of a subsidy to cover your daily travel and/or lunch expenses etc. during your work placement period, but we cannot guarantee this as they are under no obligation to do so.

4. Will accommodation be arranged for me or will I have to arrange this myself?

Williams College will be able to find suitable accommodation for you as seen on the accommodation page and can be bought as part of the options package. security deposits often required in the UK which are around 2 weeks rent in advance.

5. What are the fees for the work placement and do these include the registration fee?

If you are doing the work placement as part of a course and choosing it from the options page, the relevant course fees include the work placement however if you choose this option you are not entitled to a bursary.

The total course fees include the registration fee. However if your visa is refused we will deduct £50- to cover our administration costs

6.What is the duration of the work placement and will it make a difference if I do a longer work placement?

Placements are for up to 12 months. If you undertake a short placement you may be given less challenging tasks than if you stay with the organisation for a longer period. Also, larger and more prestigious organisations are less likely to host you for a short placement.

7.How many hours per week will I have to work?

You will usually be required to work around 20 hours per week as this is all you will be legally allowed to work on your work visa. However this may vary according to the nature of your work placement. Some work placements require you to work flexible hours (shifts) while others may offer you scheduled working hours.

We recommend you to be prepared to accept any type of working hours, as the greater the flexibility on your side, the greater the chance that we can satisfy your needs.

8.Will the work placement be in London?

Work Placements can be within London as its best for you to work near the college and your accommodation. We will try our best to arrange you a work placement in your desired location but we are unable to guarantee this.

9.Can I choose where to do my work placement and can I refuse an offer of a work placement if I do not find the location to be suitable?

You must specify two different work areas in your application and you will not be allowed to refuse a placement which clearly falls into one of these areas. In any case we are more likely to find what you are looking for if you are willing to relocate. Work placements are usually in big Hotels, supermarkets and shopping centres so you should be prepared to travel for an hour or more to get to work. Please note that once you have accepted a job offer you cannot change your mind later on.

10.What can I request for my work placement on the application form? For example, can I specify which company or the size of the company I would like to work for?

You cannot specify the name or size of the company you will work for. However, you may specify the industry that you are willing to work for, though you still need to be flexible and realistic in your requests. For example, we cannot find placements as airline cabin crew, or in legal firms, as such positions require interns to have specific knowledge and/or experience.

11.Can I make changes to my application after I have sent it?

Once you have sent us your application, it is not possible to make changes, so please make sure everything is correct before you send us your documents.

12.Will I get a certificate at the end of my work placement?

All host organisations will provide you with a work reference letter at the end of your work placement, which can be used to certify your work experience. However, please note that you may need to request this letter at the end of your work placement as you are responsible for arranging it.

13.What level of English do I need to have in order to do a work placement?

In order to be suitable for this programme you must feel comfortable in an English-speaking working environment. This means you will need to have a level of English of at least Upper-Intermediate.

14.What happens if my level of English is not high enough?

If you are not at this level (i.e. Upper-Intermediate) Williams College can arrange a period of General English study for you until you reach this level. If this is the case, then you will be required to pay additional fees for these extra English language classes.

15.Will I have to attend an interview for my work placement?

Williams College will interview you before you are accepted onto the programme and it is likely that you will also be interviewed (either face-to-face or over the telephone) by the organisation offering to host you.

16.What happens if I don't attend the interview for my work placement with the organisation?

If you fail to attend your interview without a valid reason and without letting the us or the organisation know beforehand, you will be excluded from the programme and the fees you have paid will not be refunded.

17.What should I do if I can't attend the interview for my work placement with the organisation or if I am going to be late?

If you can no longer attend the interview on the agreed date/at the agreed time or if you are going to be late for your interview you must contact the us or the organisation to notify us/them in advance.

18.What can I ask the company during the interview? Is there anything I shouldn't ask?

You should not discuss salary during your interview, unless the person who is interviewing you mentions it first. Apart from this, any questions should be acceptable, but please ask Williams College if you are unsure about whether or not to ask a particular question

19.How should I behave during my work placement?

You must behave during the work placement as though you were an actual employee of the organisation. You will also need to be patient, as most organisations have very busy schedules and staff members will not usually be able to stay with you at all times. You should learn from others in the workplace and you should not expect your organisation to give you a training programme.

20.Will everyone in the company be from the UK?

The UK is a multicultural society and your colleagues, while they will be English speakers, may be from any national or cultural background. It goes without saying that you must treat all people with respect at all times regardless of sex, race, religion, sexual orientation, social background etc.

21.Will Williams College stay in touch with me after I start my work placement?

We at Williams College will stay in touch with you (through the Work Placements Company) throughout your work placement period to offer you support and assistance should you need it and you will still continue to study with us on a daily basis so you will see us every day.

22.What should I do if I have any problems during my work placement and will Williams College be able to help me?

We at Williams College undertake to do our best to resolve any problems that you might have during your placement and you are of course free to contact us at any time. For example, if your host organisation is not honoring the terms of our agreement we will try to resolve this problem for you and if, after we have talked to them, we feel that you are still being treated unfairly we will, if necessary, find you another placement.

23.What happens if I am dismissed by my host organisation during the work placement period?

If you are dismissed during the period of your work placement (and you feel you have been dismissed unfairly) we at Williams College will investigate the problem and, if we find that the host organisation has been unreasonable and that you have indeed been treated unfairly, we will find you another placement. However, if you misbehave and are dismissed from your placement, we shall not accept any further responsibility for you. This means that you will not be transferred to an alternative organisation and your fees will not be refunded. .

24.What happens if I leave my work placement before the end of the agreed period?

If you leave your placement without notifying your host organisation/Williams College we shall not accept any further responsibility for you. This means that you will not be transferred to an alternative organisation and your fees will not be refunded.